

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** All ACS Programs

**POSITION/TITLE:** Special Projects Assistant

**FIRST LINE SUPERVISOR:** Program Manager for project

**SECOND LINE SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** To provide direct support to all ACS program staff on a task by task basis

**DUTIES:** Assists with special projects, to include material preparation and organization; Other tasks to be determined by individual Program Manager or Volunteer Supervisor; Work activity will involve sitting and may include long periods of standing, bending, lifting and stooping.

**TIME/DRIVING REQUIREMENT:** Time varies to be determined by program manager and volunteer at volunteer's discretion; Might include some nights and weekends; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

**QUALIFICATIONS:** Good oral communication skills; Pleasant disposition; Strong organizational skills. Physical ability to perform work that requires standing, bending, lifting and stooping.

**TRAINING:** Army Community Service volunteer orientation (hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATIONS:** Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.